

PROPOSAL COVER SHEET		SOLICITATION/SUBCONTRACT NUMBER	Form 156 Rev. 11/99
Name and Address of Offeror:		Point of Contact Telephone	
		Type of Subcontract	
		Period of Performance	
		Proposed Amount	
Cost Elements <i>(Costs shall be itemized for each line item in accordance with the offeror's cost accounting system. If proposing more than one line item, also provide summary total amounts for each cost element covering all line items.)</i>		Total Cost	Reference
Materials and Services			
Subcontract Items			
Interdivisional Transfers			
Material Overhead			
Direct Labor (specify)			
Labor Overhead (specify)			
Travel			
Consultants			
Other Costs			
Subtotal			
General and Administrative Expenses			
Royalties			
Facilities Capital Cost of Money			
Subtotal			
Profit or Fee			
		GRAND TOTAL (\$):	
Name and Address of Contract Administration Office		Name and Address of Audit Office	
Email/Fax		Email/Fax	
Telephone Number: ()		Telephone Number: ()	
This proposal is submitted in response to the solicitation, modification, etc., as identified above. By submitting this proposal, we grant the University the right to examine, at any time before award, those records, which include books, documents, accounting procedures and practices, and other data, regardless of type and form or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price.			
Name of Offeror (Typed)		Name of Firm:	
Title of Offeror (Typed)			
Signature			Date of Submission

INSTRUCTIONS FOR SUBMITTING A SUBCONTRACT PRICING PROPOSAL

This Form 156 provides a mechanism for you to submit a pricing proposal of estimated and/or incurred costs by line item with supporting information adequately cross-referenced and suitable for detailed analysis by the University. Attach a breakdown of cost elements similar to the breakdown listed on page 1 for each proposed line item. The breakdown must reflect any specific requirements established by the University and be consistent with your cost accounting system. Note: When proposing more than one line item, furnish summary total amounts for each cost element that covers all line items. If an agreement has been reached with Government representatives on the use of forward pricing rates/factors, identify the agreement, include a copy, and describe its nature.

As part of the specific information required, submit with the offer any information reasonably required to explain your estimating process, including (1) the judgmental factors applied and the mathematical methods or other methods used in the estimate, including those used in projecting from known data; and (2) the nature and amount of any contingencies included in the proposed price.

In submitting the offer, include an appropriately referenced index to information accompanying or identified in the offer.

Depending upon your cost accounting system, you must provide breakdowns for the following basic cost elements, as applicable:

Materials and services. Provide a consolidated priced summary of individual material quantities included in the various tasks, orders, or subcontract line items being proposed and the basis for pricing (vendor quotes, invoice prices, etc.). Include raw materials, parts, components, assemblies, and services to be produced or performed by others. For all items proposed, identify the item and show the source, quantity, and price. Conduct price analyses of all subcontractor proposals.

Direct Labor. Provide a time-phased (e.g., monthly, quarterly, etc.) breakdown of labor hours, rates, and cost by appropriate category, and furnish bases for estimates.

Indirect Costs. Indicate how you have computed and applied your indirect costs, including cost breakdowns. Show trends and budgetary data to provide a basis for evaluating the reasonableness of proposed rates. Indicate the rates used and provide an appropriate explanation.

Other Costs. List all other costs not otherwise included in the categories described above (e.g., special tooling, travel, computer and consultant services, preservation, packaging and packing, spoilage and rework, and Federal excise tax on finished articles) and provide bases for pricing.

Royalties. If royalties exceed \$1,500, you must provide the following information on a separate page for each separate royalty or license fee: (1) Name and address of licensor; (2) Date of license agreement; (3) Patent numbers; (4) Patent application serial numbers, or other basis on which the royalty is payable; (5) Brief description (including any part or model numbers of each subcontract item or component on which the royalty is payable); (6) Percentage or dollar rate of royalty per unit; (7) Unit price of subcontract item; (8) Number of units; (9) Total dollar amount of royalties; and (10) If specifically requested by the Procurement Specialist, a copy of the current license agreement and identification of applicable claims of specific patents (see FAR 27.204 and 31.205-37).

Facilities Capital Cost of Money. When you elect to claim facilities capital cost of money as an allowable cost, you must submit Form CASB-CMF and show the calculation of the proposed amount (see FAR 31.205-10).